

DALLAS COUNTY BOARD OF HEALTH

801 Court, Adel, Iowa 50003

Environmental Health & Public Health: (515) 993-3750

TIME OF MEETING: September 18, 2018 at 3:00pm

PLACE OF MEETING: 25747 N Avenue, Adel, IA 50003; HSC- Community Room

ITEM 1: The Dallas County Board of Health met in regular session on Tuesday September 18, 2018. Chair Sandra Christensen called the meeting to order at 3:10pm. Present were board members Christensen, Cynthia Swanson, Kim Chapman, and Monty Button. Dr. Cheri Standing was absent. Present from staff were Suzanne Hegarty, Ted Trewin, and Abigail Chihak. Guests present included Jim Caufield, The Perry News; Jen Stout, VNS of Iowa; Marilyn Walberg, Deb Anderson and Marge Westphal, Homecare Services of Dallas County; Heather Bombei, Iowa Department of Public Health; Erin Freeman, Dallas County Human Resources; Karen Groff and Julie Erksine, Broadlawns WIC Program; Aubrey Alvarez, Eat Greater Des Moines; Meredith McLean, Iowa Department of Public Health; and Wayne Reisetter, Dallas County Attorney.

ITEM 2: Swanson moved to accept the agenda as presented. Chapman seconded the motion. **All ayes, motion carried.**

ITEM 3: Chapman moved to accept the consent agenda as presented. Swanson seconded the motion. **All ayes, motion carried.**

ITEM 4: Swanson moved to accept the minutes of the previous meeting. Chapman seconded the motion. **All ayes, motion carried.**

ITEM 5: Discussion on the Directors Report.

- Suzanne Hegarty gave program updates. Pop-Up Produce stands will continue in Redfield, Linden, Minburn, and De Soto through October. These stands are in communities in which residents have limited access to a grocery store. Waukee Area Christian Services runs the stands, which are staffed with volunteers.
- The active tuberculosis case in Dallas County has since moved out of the county and will no longer need Daily Observed Therapy Medication visits.
- Jennifer Walters submitted her resignation Friday. Her last day will be October 15.
- Staff have expressed concerns regarding statements made that the recent resignations on the board and within the department are due to a Medicaid audit. The department has received notice of a standard audit, which is not linked to recent resignations.
- Staff have also expressed confusion and request clarification of recent PAQ reviews sent from HR. Erin Freeman of Dallas County Human Resources, stated that she understood that the Board of Health had requested all positions be reviewed due to the overall transition of the agency away from home health. She agreed that the process could be delayed. Christensen recommended we continue the process for the RN position and asked for clarification on the comparison to other counties. Freeman clarified that currently Dallas County only compares with other counties nearby or of comparable size. She suggested that the problem of competitive pay for nurses is common and that Dallas County will need to be creative and competitive in other ways in order to incentivize RN positions.

ITEM 6: Chair Christensen asked if there were any comments from guests present for Open Forum. Guests had no comments.

ITEM 7: Discussion on Board of Health Member Resignations. Chapman reported that the Board of Supervisors has appointed Dr. Josh Kindt to the Board of Health. In order to allow for Kindt's participation the Board of Health would need to change to an evening meeting. Chapman suggested meetings remain on the same date but be moved to 7pm. Christensen stated the application for Board of Health is available online and encouraged guests to consider applying.

ITEM 8: Discussion on the resignation of Kelli Vellinga, Executive Director and appointment of Interim Director. Christensen reports that the committee recommends Suzanne Hegarty act as Interim Director and proposed a pay increase. Freeman reported that historically Dallas County has only increased pay 6% instead of changing the pay grade. Christensen reported that she does not feel this is enough considering the open vacancies in the department and on the Board of Health. She suggested a \$10-15,000 increase in annual pay. Swanson echoed the concerns and supported an increase of 10-20%. Chapman requested the opinion of Hegarty. Hegarty stated that in the past there was more support and fewer added responsibilities for the Interim Director position. She stated that the previous director had put in well over 40 hours each week and the Board of Health has recently asked for an agency structure update. She agreed that with the added responsibilities and agency changes 10-20% would be reasonable and asked for the duration of the position. Freeman projected 3 months minimum with 6 months being a more reasonable timeline as the job description also needs to be updated. Swanson moved to increase the pay rate \$15,000 for Suzanne Hegarty as Interim Director, Button seconded the motion. Three ayes, one nay. Chapman asks for clarification on if the \$15,000 is a flat payment or an annual rate. Swanson moved to amend her previous motion to appoint Suzanne Hegarty as Interim Director with a 24% increase over current salary for the duration of the Interim appointment. Button seconded the motion. **All ayes, motion carried.**

ITEM 9: Appointment of a new Medical Director. Board of Health members were provided with a new policy on the appointment of a Medical Director. Currently Dallas County has assumed that the physician appointed to the Board of Health and the Medical Director would be the same person. Hegarty suggested that the positions be appointed separately and as of April 2019 the Medical Director would be appointed annually to begin in May of that calendar year.

Dr. Cheri Standing has agreed to serve as the current volunteer Medical Director and is willing to sign a business associate agreement for HIPAA purposes. Bombei reported that the Iowa Code requires the Local Board of Health to have a physician, but does not require the physician to fill the role of Medical Director. The Medical Director position is required for the administration of vaccines. The new policy contains the duties the Medical Director position would be expected to fulfill. Reisetter reported that the position could be a volunteer position, but that the county insurance would need to be involved and the volunteer would need to be in good standing. Reisetter confirmed that Dr. Standing is covered until September 30th. Hegarty suggested that the new Medical Director appointment be postponed until April 2019 and that Dr. Standing remain on as the volunteer so that the department can continue to provide and bill for the flu shots and vaccinations given this time of year, which would avoid any lapse in service as the new Medical Director would need to be credentialed by all insurance providers. Swanson moved to approve the policy for the appointment of the agency Medical Director. Chapman seconded the motion. **All ayes, motion carried.** Swanson moved to approve Dr. Cheri Standing as the current volunteer Medical Director. Button seconded the motion. **All ayes, motion carried.**

ITEM 10: Department Structure Discussion. Hegarty encouraged review of the PowerPoint presented at the August meeting and asked for clarification on what the Board of Health is looking for and asked for a review of the discussion questions presented at the previous meeting. Swanson reported that the presentation was very helpful and emphasized the importance of public health and the room for change for the better, including prevention. Hegarty will report back at the next meeting.

ITEM 11: Discussion of the Ratification of Contract Signature- Grants to Counties: Environmental Health. Trewin reports that in past years he signed contracts on behalf of the Board of Health, however, Reisetter reports that the Board of Health needs to be able to discuss contracts before they are signed. Hegarty reported that when Kelli Vellinga was hired there was a motion in the minutes appointing her as Board of Health signatory, however Reisetter reported that the Board of Health still has the responsibility to consider each contract. Christensen expressed a concern that the Board of Health meets monthly and that may not be timely enough for some contract deadlines. Reisetter stated that anticipated contracts can be put on the schedule for Board reconsideration and the agency should work with vendors and others involved to get the contract before the Board of Health in a timely way. Unanticipated contracts could be handled by holding additional meetings; Chapter 21 of Iowa Code has provisions for this. Hegarty added that all Public Health grants would also fall under these provisions. Trewin summarized the presented grant stating that it allowed DNR/IDPH funding to residents for well testing, closing, or rehabilitation to today's standards. Chapman moved to contract and authorize the chair to sign the contract. Hegarty suggested allowed Trewin to sign as he has the capacity for an electronic signature and the Board of Health does not currently

have that capacity. Chapman amended the motion to delegate Trewin to sign for contract 5889AW21 on behalf of the board. Button seconded the motion. **All ayes, motion carried.**

ITEM 12: Discussion of septic contractor appeal for denial of licensure: Chapter 34 Health Regulations. Trewin reports that he had to deny a contractor a license to install septic systems in Dallas County. He cannot currently grant the license due to the way Chapter 34 is currently written. Trewin further recommended to the Board of Health that the contractor be granted a license regardless of Chapter 34. Reissetter explained that Chapter 34 currently states that installers must have the National Environmental Health Association certification that has since been discontinued. The regulation has not yet been updated and therefore Trewin cannot approve any new installers in the county. He continued that the Board of Health could grant a license to the contractor regardless of the current regulation. Trewin reported that this contractor worked in Dallas County 9 years prior without issue. Button motioned to approve the new contractor. Chapman seconded the motion. **All ayes, motion carried.**

ITEM 13: Discussion to approve the local Public Health Services Success Story: LPHSC Grant. Hegarty reported that as a requirement of this grant the department must submit a success story to the state and request approval from the board before submission. A summary of the successes and lessons learned from a Pharmacy Pilot to Increase Adherence to Diabetes Medication and Management was presented. Chapman moved to approve the request. Swanson seconded the motion. **All ayes, motion carried.**

ITEM 14: Discussion of Immunization Charge Updates. Hegarty reported that charges for vaccines are examined annually and provided a cost analysis to members, not including those vaccines provided in the Vaccines for Children Program. She recommended a \$70 charge for TDaP and \$85 charge for Hepatitis B vaccines to cover their cost. The TB TST vaccine is currently \$20, and Hegarty recommended the cost remain the same due to difficulty calculating agency cost and that most recipients fall under the hardship and donation policy so rarely end up paying the full amount. Swanson moved to support the new changes. Button seconded the motion. **All ayes, motion carried.**

ITEM 15: Discussion of other business. No other business was presented.

ITEM 16: Chapman suggested the next meeting be held October 16th at 7pm and moved to adjourn the meeting. Button seconded the motion. **All ayes, motion carried. The meeting was adjourned at 4:40pm.**

Respectfully submitted,

Abigail Chihak
Community Health Coordinator